

Finance Director Cover Letter

Andrew Gary

456 E Red Bridge Rd, Kansas City, MO 64131

Mr. George Walton

3011 E 51st St,
Kansas City, MO 64112

Date: August 09, 2022

Dear Ms. George,

Application for the role of Finance Director

I would like to apply for the role of Finance Director that you have got advertised in (which publication and when). Please find attached my CV with details of my qualifications and previous work experiences.

I have been working in a financial position since 2008 when I graduated from (where, doing what) and to date I have been working up and now feel that I am in a position to take on a Financial Director position.

I began my career as a finance assistant and worked my way round the office getting involved in credit control, payroll, sending out invoices and bank reconciliations. I then moved to getting involved in new business purchases, organising budgets and running the accounts for a busy company.

I enjoy working in finance and am looking forward to a long career in my chosen area. Having looked into your company I feel that the company knowledge that I have already gained will help in learning about the role that you are looking for.

Please find enclosed my CV, should you have any further questions about my skills and experiences; please do not hesitate to contact me.

Thank you for taking the time to read my letter and CV and I look forward to hearing from you.

Yours sincerely

Andrew Gary